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ANNOUNCEMENT NUMBER: 003-008

Public Affairs Specialist

The American Consulate General Osaka-Kobe is seeking an individual for the position of **Public Affairs Specialist** in the Kansai American Center (KAC), Public Affairs Section.

POSITION: Public Affairs Specialist, FSN-6005-11; FP-4
CLOSING DATE: April 4, 2003
WORK HOURS: Full-time; 40 hours/week
SALARY: EFM/MOH/NOR: Position Grade: FP-4 (to be determined by Washington)
Ordinarily Resident: Position Grade: FSN-11 (Approx starting salary: ¥10M)

The successful candidate may be hired at a lower trainee grade based on his/her knowledge, skills and abilities and in accordance with U.S. Government regulations.

DEFINITIONS of EFM, MOH, NOR and Ordinarily Resident: Please go back to the previous page.

NOTE: ALL APPLICANTS WHO ARE NOT THE FAMILY MEMBERS OF USG EMPLOYEES OFFICIALLY ASSIGNED TO POST AND UNDER CHIEF OF MISSION AUTHORITY MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

Applicants, who are non-Japanese, must be eligible for employment under host government laws and regulations. Applicants must be:

- a) under Permanent Residence Status,
- b) a child/spouse of the person who is a Permanent Resident,
- c) a Long-term Resident, or
- d) a spouse/child of a Japanese National.

Please send a copy of proof of residence status allowing employment without employer sponsorship.

BASIC FUNCTION OF POSITION:

As the senior expert on public and cultural affairs at the Post, the incumbent serves as the principal advisor to the Public Affairs Officer (PAO) in matters pertaining to promotion of public diplomacy in the KAC program area. Under general direction of the PAO, guides and supervises the KAC staff in implementing public diplomacy programs and activities conducted on or off American Center premises.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Applicants will not be considered qualified unless they meet all qualifications.

1. Required Education: College graduate with a BA or BS degree, with major in American studies, political science, economics, international relations, mass communications, law or equivalent.

2. Prior Work Experience: At least six years of progressively responsible experience in the media, cultural activities, university teaching or related fields.
3. Language Requirement: LEVEL V (professional level) English and Japanese language proficiency.
4. Knowledge: Substantial knowledge of political, economic, social, historic, and educational structures of Japan and the US, of Japanese major institutions and key individuals in various circles, US foreign policy and public diplomacy objectives and themes. (If the applicant's knowledge is less than the level required, hiring at a trainee level will be considered.)
5. Skills & Abilities: Develop and maintain close contact with elite Japanese KAC contacts; plan, arrange and execute major programs, media events and other activities; draft program proposals, correspondence, reports, and other documents as required to carry out job duties. (If the applicant's skills & abilities are less than the level required, hiring at a trainee level will be considered.)

SELECTION PROCESS:

EFMs and U.S. Veterans will be given preference in hiring over other equally qualified candidates in accordance with current U.S. law and State Department regulations.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. EFMs who currently hold a PIT/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

TO APPLY: Please go back to the previous page.

WORKING CONDITIONS for Ordinarily Resident: Please go back to the previous page.

An Equal Opportunity Employer

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**ONLY APPLICANTS SELECTED FOR INTERVIEWS
WILL BE CONTACTED**

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**WE DO NOT PROVIDE ANY WRITTEN NOTICE
IF YOU ARE NOT CALLED FOR AN INTERVIEW**

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